



Whistleblowing Policy

This policy applies to all staff, including senior managers, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Mulberry Corner.

Mulberry Corner believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them. Furthermore children attending the nursery have a right to feel safe and secure and staff, in partnership with parents/carers, have a responsibility to act on any concerns they may have regarding a child's welfare and well-being.

The purpose of this policy is:

- To provide protection for the children who receive Mulberry Corner's care; and
- To provide staff and volunteers with the guidance on procedures they should follow if they have any concerns about a member of staff concerning child abuse.

Legal Framework and aims

The framework for managing allegations is set out in Appendix 5 of Working Together to Safeguard Children (2010) and Safeguarding Children and Safer Recruitment in Education (2007).

This policy has been drawn up in conjunction with our Safeguarding Policy and follows the aims.

Whistleblowing

The definition of whistleblowing is as follows: *"making an allegation of abuse or mistreatment of a child by a person in a position of trust"*.

If you have any concerns about a member of staff concerning child abuse you must immediately inform your manager. However, if the person you have concerns about IS your manager, you must follow the correct procedure by yourself. The concerns must not be petty little complaints or the result of a grudge.

If you believe that a child has been harmed by a person in a position of trust or you believe your manager or Lead Practitioner in Safeguarding ("LPS") has not taken your concerns about the same seriously enough, you should contact the Local Authority Designated Officer ("LADO").

The LADO should be advised of all cases where it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against, or related to, a child; or
- behaved towards a child or children in a way that indicated s/he is unsuitable to work with children.

A person of trust includes anyone who works with children in the course of their employment or in a voluntary capacity. Examples include: teachers, GPs, foster carers, nursing staff, police officers and volunteer workers in a school or other organisation (e.g. NSPCC).

The LADO will act in accordance with Chapter 5 of Working Together 2010, Appendix 5 and any updated guidance relating to this role.

If you have a general concern about a member of staff, you should use the complaints procedure for the nursery. LADO only deals with complaints/concerns about staff members where there is a suspicion of harm or abuse of a child, or where there is information that indicates they are not suitable to work with children.

It is essential that any allegation of abuse made against a person is dealt with consistently, fairly, quickly and in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

Procedure

1. Write an accurate and detailed report of any observations you have made and why you have these concerns.
2. Phone or write to the LADO (details below) and s/he will advise you on what action to take next. Remember this should be confidential.
3. If appropriate you may be asked to complete a LADO referral form (attached at Appendix A) as a method of making a written referral.
4. The LADO will take all responsibility away from you and organise suspensions or dismissals. If you do not have enough evidence or accurate information they may take no further action.

If you are worried that the child or children are at immediate and significant risk of harm, contact the LADO straight away explaining fully why the situation is urgent.

To report a concern of this nature please contact:

LADO (Mark Blackwell) – 01962 876364

Or you can write to:

The Safeguarding Unit
Children's Services Department
Clarendon House

Monarch Way
Winchester
SO22 5PW



Appendix A

ALLEGATIONS OR CONCERN ABOUT A PERSON WORKING WITH CHILDREN

LADO NOTIFICATION FORM

This form has been designed to help all agencies working with children record and refer information if it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Every agency that employs or places people to work with children should designate a senior manager to deal with allegations against staff and volunteers. In the event of an allegation being made that meets any of the above criteria, the manager should complete this form* and **without delay** either fax or e-mail it to the Local Authority Designated Officer (LADO).

The form must be saved prior to sending if using a non secure email (i.e. not GCSX). This will avoid possible data corruption.

The manager should then telephone the LADO immediately to discuss the next course of action.

LADOs: Barbara Piddington / Mark Blackwell
Tel: 01962 876364 Fax: 01962 876229 (secure line)
E-mail: child.protection@hants.gcsx.gov.uk

**Do not assume that the form has been received*

**If you think a child is at immediate risk of significant harm
phone Children's Social Care and/or Police immediately**

Hants Direct: 0300 555 1384 (or 08456 035620)
Police – 101 (999 if an emergency)

When receiving an allegation:

- Treat it seriously and keep an open mind
 - **Do not** investigate **beyond preliminary enquiries**
 - **Do not** make assumptions or offer alternative explanations
 - **Do not** promise confidentiality
 - **Do not** tell the member of staff/volunteer **if** this might place the child at risk of significant harm or jeopardise any future investigation
 - **Do** record the details using the child/adult's own words
 - Note time/date/place of incident(s), persons present and what was said
 - Sign and date the written record
-

| Referrer Details | |
|------------------|-----------|
| Name: | Job Title |
| Organisation: | |
| Address: | |
| Tel No(s): | E-mail: |

| Child's Details | | |
|--|-----------|------|
| Name: | | |
| Date of Birth: | Ethnicity | M/F: |
| Home address: | | |
| School: | | |
| Additional information e.g. disability , communication or other special needs; previous child protection concerns | | |

| Parent/Carer Details | |
|----------------------|------------|
| Name: | |
| Home address: | Tel No(s): |

| Member of Staff / Volunteer concerned | | |
|---|-------------------|------------|
| Name: | | |
| Date of Birth: | Ethnicity | Tel. no(s) |
| Job Title: | Employment status | |
| Employer: | | |
| Home Address: | | |
| Additional information e.g. employment history; previous concerns raised: | | |

If suspended please give date and reasons:

Details of allegation/concern – Please include date(s), time(s) and places:

Has a parent/carer been informed? If yes please give reason.

Has the member of staff or volunteer been informed? If yes, please give reason.

Action taken within organisation:

Signature of Referrer

Date

Time

Privacy Notice

Hampshire County Council is the data controller for the purposes of the Data Protection Act (1998). We are collecting this information from you for the purpose of undertaking our statutory duties in regards to the Safeguarding of Children and Young People, as set out under the statutory guidance 'Working Together to Safeguard Children (2013)', to meet the requirements of Section 11 of the Children Act 2004. The information will be kept securely and for a period as set out under the County Council's retention policy, which is fully compliant with the requirements of the Data Protection Act (1998). We will not share the information provided to anyone outside the County Council without your consent unless the law allows us to do so'. We are required in some circumstances, as set out in the 'Working Together to Safeguard Children (2013)' guidance, to pass information to Police and Children's Social Care and in other situations may need to inform the appropriate regulatory bodies. If you require more information about how we store and use your information, then please go to the following website:

<http://www3.hants.gov.uk/education/schools/schoolsdataprotection.htm#section242880-3>
